

**Requirements:**

- Contractor must be registered before inspections will be performed.
- 4 sets of stamped drawings (The cover sheet needs to be signed over the hand stamp or embossed seal. All other sheets in the set may be electronic seals/stamps.) Include: Model Energy Code (IECC or ASHRAE 90.1), soil reports & truss drawings.
- 4 copies of the plot plan – show placement
- Application for Building Permit
- 2 CD's of the drawings - labeled and delivered in a hard case. (Project Name / Address)
- Zoning Certificate Application
- Commercial Construction Worksheet
- Deposit at application (Plan Exam Deposit Estimate - attached)
- Electrical, HVAC and Plumbing are additional costs and those contractors pull their own permits
- Fire Sprinkler & Fire Alarm may be permitted separately.

**Review time:** We attempt a 15 day turn-around. Code allows 30 days.

**FYI**

- Building permits are required for construction trailers.
- Certified Addresses are issued through Engineering – contact Mike Kelnhofer 614-334-2306 or [mkelnhoffer@hilliardohio.gov](mailto:mkelnhoffer@hilliardohio.gov)
- All signs must be permitted. - contact Candy Thomas 614-334-2447 or Mike Merz 614-334-2432 [cthomas@hilliardohio.gov](mailto:cthomas@hilliardohio.gov) or [mmerz@hilliardohio.gov](mailto:mmerz@hilliardohio.gov)
- Sewer Inspection – Terry Boggs & Steve Wilson 614-876-7361 x 723
- Elevators – include on your drawing, but permitted and inspected by the State.

**Other agencies you may be working with:**

Franklin County Board of Health – 614-525-3160

Norwich Township Fire Department – 614-876-7694

Hilliard Police Department – 614-876-7321

City of Columbus Division of Water 614-645-7330